

Meeting Date: February 6, 2003

Subject IV. Director's Report (action of the Board may be requested)

x. Preventive Maintenance Guidelines

At the August 2002 SFB Board Meeting, staff proposed that they would chair and create a committee of facility management representatives for the purposes of developing "Preventive Maintenance" Guidelines as called for in FY 2002 legislative session, House Bill 2710. The Board approved the proposal.

In early September 2002, eleven (11) School District Maintenance Managers were selected to sit on the committee. The membership was planned to be cross-sectional and included members from small to large districts, low to high elevation locations and different regions of the state. Individuals who would be directly responsible for satisfying the preventive maintenance requirements would draft the guidelines.

All 11 members agreed and monthly meetings were set up between late September 2002, and early January 2003.

It was explained to the committee that SFB's charge is to ensure preservation of the State's investment of over \$1 billion and maximize the useful life of the building system. The committee had spirited debate and discussion in each of its meetings.

**Premises for Developing the Guidelines**

- The guidelines would have to be developed in such a manner that they are applicable to every district within the state regardless of their size, sophistication level, statewide location or climatic zone.
- The guidelines would concentrate on the major building components.
- The guidelines could be generated and maintained on paper copy or computer.
- The guidelines would not mandate a specific software application, but software applications could be utilized to maintain proper preventive maintenance records.
- The guidelines should address preventive maintenance activity for the building component and the schedule in which the activity should be completed.

The committee completed the Preventive Maintenance Guidelines on January 8, 2003. There are seven (7) major components of the Preventive Maintenance Guidelines. They include:

1. HVAC, heating, ventilation and air conditioning
2. Roofing
3. Surfaces
4. Electrical
5. Plumbing
6. Special Systems
7. Special Equipment

The corresponding preventive maintenance (PM) checklist is attached. Each sheet lists the major component across the top and the respective pm activities along with the frequency. While not required, the committee developed a skill level designation for

each activity as well as a definition for both. These PM Guidelines are in a computer format and may be transferred to any School District via electronic format.

Each District will be expected to utilize the PM Guidelines and submit a one page Compliance Statement to the SFB on an annual basis, which is signed by both the District's Maintenance Manager and the Superintendent of the District. If a District is in non-compliance, it will explain the non-compliance and provide a recovery plan to bring the district into compliance. The actual PM checklists will be completed by building and filed for each school within the District. The respective SFB Liaison will review these PM files when they inspect the school.

A school district is authorized to use up to eight (8) percent of its annual building renewal allocation for routine preventive maintenance, but such monies may not supplant maintenance expenditures from other sources.

The SFB may require a school district to use building renewal eight (8) percent set aside for preventive maintenance if the SFB finds during an inspection that the District has not adequately maintained its facilities pursuant to the adopted guidelines.

SFB will also randomly select twenty school districts every thirty months and do a complete PM Guideline audit.

Once approved, the Guidelines will be placed on the SFB web page.

SFB staff will set up workshops around the state for a "face to face" introduction of the guidelines to School District staff. The original PM committee will also be used as peers members to assist districts around the state when they have questions.

Each District will be expected to turn in their first Preventive Maintenance Compliance Statement by ~~October 1, 2003~~ (February 1, 2004). SFB staff will work with any District that is in non-compliance status and is attempting to comply by developing a suitable recovery plan.

Board Action: Information only, SFB staff will invite members of the committee and request approval at the ~~March 2003~~ (April or May 2003) Board Meeting